



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 11	Revision Date: 08/2016
6.11 RETENTION AND DESTRUCTION POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

California Correctional Health Care Services (CCHCS) Health Information Management (HIM) shall ensure retention for patient health records, both paper-based and electronic format, are in accordance with federal, state, and local regulations. Paper-based and electronic records are retained for ten years after discharge from the California Department of Corrections and Rehabilitation.

II. PURPOSE

To ensure HIM staff adhere to the recommended retention period for paper-based and electronic health records.

III. RESPONSIBILITY

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.
- C. Health Record Center and Institution Health Records staff are responsible for destroying or arranging for the destruction of paper-based patient health records.

IV. REFERENCES

- Code of Federal Regulations, Title 42, Section 482.24, Condition of Participation: Medical Record Services
- California Code of Regulations, Title 22, Chapter 9, Article 4, Section 77139, Health Record Service, and Section 77141, Health Record Content
- California Civil Code, Sections 1798.80-1798.84, Information Practices Act Requirements
- California Health and Safety Code, Section 123149